

FROM THE DESK OF . . .

DEPUTY DIRECTOR ODP



C/M 9B

My comments are in the
left hand margin. This is
a terrific piece of work!!
Be certain that C/EO and
C/SPD have input to this
process.

EJ

TO C/PdPE - R.F.

TERRY K.

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22 MAY 1980

MEMORANDUM FOR: (See Distribution)

FROM :
Chief, Management Staff, ODP

SUBJECT : ODP's Future Terminal Policy

1. As ODP evolves into an era in which the ODP image is reflected through the face of a terminal screen, it becomes increasingly important that a strong policy for terminal planning, installation, and replacement be developed.

2. Equally as significant in this time of terminals is the fact that procurement of the Agency's new standard softcopy terminal, the Delta Data 7260T.

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3. To further complicate ODP's responsibility, this new terminal may be installed in a variety of configurations and with a variety of capabilities and/or peripheral devices. ODP must expand its capability to track the many types of terminal configurations requests and installations. [redacted]

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4. Lastly, the next ten years bring plans to replace the existing Delta Data 5260's with the new Delta Data and to install hundreds of these terminals to support the SAFE project. Effective and efficient planning, implementation, and management of these two efforts, while continuing to respond to "normal" new terminal requests in a timely manner, will greatly benefit the image of ODP. [redacted]

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5. The attached package represents descriptions of the current terminal planning process and the current process for tracking terminal requests and installing terminals. Following these descriptions are groups of questions that attempt to address potential issues or areas of concern that need to be analyzed for revision or enhancement to current procedures. [redacted]

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6. Please respond to as many questions as possible in a succinct manner in the same order that the questions were asked. Attachments for your reference are the memorandum requesting FY 1982 Terminal Requirements, examples of two responses to that memorandum, examples of an actual terminal request for the current year, examples of the standard reports produced currently by Engineering Division on terminal requests and terminal equipment, and examples of some terminal planning reports produced by Management Staff. [redacted]

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7. Please send your responses to Management Staff, Room 2D0105, Headquarters, by 6 June 1980. [redacted]

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Attachments: a/s [redacted]

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TERMINAL POLICY PLANNING PACKAGE

I. Current ODP Process for Terminal Planning

A. Program Year Terminal Requirements Planning

1. Management Staff Memorandum
2. User Requirements for Program Year
3. User Terminal Summary Beyond Program Year
4. Planning Questions

B. Directorate Prioritization

1. Current Directorate Priority Scheme
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C. ODP Acceptance Process

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II. Current Terminal Request/Installation Process

A. Terminal Requests through Installation

B. Installation/Tracking Questions

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III. Terminal Security

A. Security Classification

B. Security Questions

IV. General Questions

V. Attachments

- A. MS Planning Memorandum, dtd. 29 Jan. 1980
- B. Two Examples of Terminal Requirement Responses to Planning Memo
- C. Examples of Terminal Requirement Forms in Two Stages
- D. Current Terminal Request Report Examples
- E. Current Equipment Schedule Report Examples
- F. ODP Terminal Procurement Plan (FY 1981-FY 1985)
- G. Examples of MS Terminal Planning Summaries

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~~CONFIDENTIAL~~TERMINAL PLANNING POLICY PACKAGE

- I. Current ODP Process for Terminal Planning
- A. Program Year Terminal Requirements Planning
 - 1. Management Staff Memorandum

Management Staff sends a memorandum (see Attachment A) to Agency offices to request their requirements for new terminals to be incorporated into the ODP budget for the program year. The components' individual terminal requirement forms for the previous program year (now the budget year) are included indicating to the Directorate ADP Control Officer specifically which requirements were in the ODP budget so that those not approved can be resubmitted if they so desire. Due to the normal approval cycle for the budget, this memorandum is normally the first indication to the user of any shortfall.

- 2. User Requirements for Program Year

In specifying the requirements (see examples in Attachment B), the user must indicate the details of the type of terminal required, an office priority (1-n) as well as the budget level (minimum, austere, current, enhanced) and decision unit for each terminal. The requirements apply only to those terminals supported by ODP central or dedicated systems.

- 3. User Terminal Summary Beyond Program Year

The user is asked also to summarize the number of terminal requirements expected for the out-years (each of the four years succeeding the program year). Summarizations

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are required for both the terminals expected to be in the ODP budget as well as for the Agency standard terminals expected to be in the component's budget. The component's budget summary will likely begin to include word processors if the new Delta Data is to be used. (The component budget figures are used to determine ODP procurement volumes.) ☐

4. Planning Questions

a. Should the types of terminal capabilities/configurations be expanded on the requirement form? To what degree? What new categories are essential? The BASIC program? Should other systems be added to the "usage" section of the form? (CRAFT, CLASS A? Others?) Should the form address word processing? If so, only when the terminal is to be connected to an ODP central system? ☐

b. Should the user be asked about potential plans to relocate or return existing terminals? Should users specify replacement requirements? How does ODP determine that a terminal should be replaced? What should be the plan for exchanging the entire inventory? (See also II.B.9). ☐

c. Should users provide more detailed information about terminals that are to be in their own budgets? Particularly for the program year? Particularly for terminals that we will install and/or procure or maintain under an ODP contract (like word processors)? ☐

d. Should ODP indicate in the memorandum any Directorate or Office limitations on number of terminals allowed based on ODP's capacity to install? (See also I.C.2.b.). ☐

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- Yes*
- e. Should ODP plan to reclaim any terminals based on lack of usage? ☐

B. Directorate Prioritization

1. Current Directorate Priority Scheme

User offices forward requirements to their Directorate ADP Control Officer who re-prioritizes as appropriate. In doing this, the Directorate ADP Control Officer does not change the office's budget level but does develop a Directorate priority (1-n) across all its components' requirements. The Directorate ADP Control Officer forwards all requests to ODP. (It should be realized that over the past four years the number of new terminal requirements approved for the ODP budget has decreased each year and that priorities will become more significant.) ☐

2. Priority Questions

- a. At one time ODP planned to provide users with accounting information about the hours of usage and activity of terminals. The intent was to have helped the Directorate ADP Control Officers control and manage requests for new terminals. This report was produced a couple of times, but apparently the new COMTEN equipment caused inaccurate recording of the information. Can ODP provide this information accurately? If so, should ODP make this report available on a routine basis? ☐

- Yes*
- Yes*
- no working on problem now*
- b. Would some different priority scheme be helpful in ODP's planning and/or installation activity? If so, please provide some ideas. (Note that one scheme might be needed for the purpose of justification to the Comptroller and OMB, while another might be suitable for installation purposes.) ☐

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CONFIDENTIAL**C. ODP Acceptance Process****1. Acceptance and Pro-Rating**

ODP accepts the terminal requirements based on its capability to install new terminals and relocate existing terminals with current resources. For program year 1982, the number 160 was used as the Current Level figure for new terminals. If the total user requirements (all budget levels) exceed this number, the Directorate total requirements are pro-rated through the current level, and the balance is put into the ODP enhanced level. (e.g., $(160 \div \text{total Agency requirement}) \times \text{Directorate requirement} = \text{Directorate current level approved}$; $(\text{total Directorate requirement}) - (\text{Current Directorate pro-rated amount}) = \text{Directorate enhanced number}$).

2. Acceptance Questions

a. Is this the best process to follow?

b. Should ODP plan for any Directorate/component limits/quotas in the future? Using what criteria? (See also I.A.4.d.).

c. Does the process by which ODP determines the final number of terminals include a consideration for the impact of the growth of terminals on the performance of ODP systems? Should the user be given options?

d. How should ODP plan for SAFE? CRAFT? CLASS A? Should the numbers be pro-rated separately?

e. Should SAFE, CRAFT, CLASS A priorities be separated from others?

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CONFIDENTIAL*AS Available**Yes*

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- f. Is there a plan to allocate more ODP resources for SAFE, CRAFT, and CLASS A installation activity? ☐

Yes/No

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- g. Are other component resources considered in determining our current year capability to install terminals (i.e., OC, OL, OS)? Should they be? To what degree? ☐

D. Long-Range Plan (LRP)

1. LRP Terminal Requirement Summary Figures

For the LRP in FY 1980, the FY figures represent the total user requirements (current + enhanced before pro-rating). It should be noted that the figures in the LRP could be misinterpreted in that each year the user has the opportunity to include in the requirements for the program year any terminals that were not approved in the previous year. (i.e., The same terminal(s) may be reflected in one or more years.) ☐

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2. LRP Questions

NO

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- a. Should more detailed information to reflect the above situation be in the LRP or should only budgeted figures be in the LRP? ☐

NO

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- b. Should ODP put more detailed information in the LRP like terminal type, capabilities, configurations, etc.? ☐

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- c. Should ODP categorize "classes" of terminals and reflect those in the LRP? ☐

Yes

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CONFIDENTIALE. MS Reports on Planning Figures1. Planning Reports

ODP/MS prepares manually various reports on the number and costs of new terminal requirements for each budget level by type, by building-floor and Directorate-office. (See Attachment G.) ☐

2. Reporting Questions

NO
a. Can the automated information or files used by ED be augmented to incorporate MS reporting needs? (See Tab D for example of information recorded on Terminal Requests.) For example, could a terminal requirement be keyed in at planning time to be updated at request time? Would this type of approach be feasible? ☐

b. Is there other information that should be summarized during this phase of planning? ☐

c. What other reports would be helpful? For whom? ☐

N d. Do/Should users see any of this information? ☐

F. Program Year Planning with Office of Communications1. Planning with OC

Annually, the Office of Communications asks ODP for future terminal requirement estimates. Normally, ODP receives this request before the program year terminal requirements are returned to ODP from Agency components. ☐

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CONFIDENTIAL2. OC Planning Questions

- 25X1 *ED*
- a. Who should be the focal point in ODP for preparing and coordinating the response to OC? What information should be included?
- 25X1 *Being Worked*
- b. What should ODP do to synchronize and improve the planning process between ODP and OC? Does OL and/or OS need to be involved also?
- 25X1
- c. Should the existing informal OC/ODP Working Group role be expanded to include planning? To what extent?
- 25X1
- d. See also questions in II.B.5.

II. Current Terminal Request/Installation ProcessA. Terminal Request to Installation

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An ADP Terminal Request is a form filled out by Agency components, for the current operating fiscal year, usually prior to the beginning of the current year. (See examples in Tab C.) These forms request the actual installation of terminals planned for two years previously. Agency components send the terminal request to their Directorate ADP Control Officer for approval and prioritization. Only some terminals receive a priority (1-n) - all others are treated equally within the Directorate requests. Thus, there are "priority" terminals and those with no priority. This priority scheme (currently) is not consistent with the priorities assigned during the planning cycle. (For FY 1981, ED will begin to correlate each request to the original requirement number but not to the original priority.)

The Terminal Requests (TR's) are forwarded to Barbara Dean in the Teleprocessing Branch of Engineering Division (ED/TB) where they are

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assigned a Terminal Request Number (TRN) and are checked for accuracy, completeness, Directorate ADP Control Officer approval, and a floor plan. A determination is made to be sure the Terminal request is within the Directorate allocation for the FY (in terms of dollars for FY 1981). If a priority is indicated on the TR, C/ED approves the priority terminals in coordination with the Directorate ADP Control Officer; then an informal OC/ODP Working Group provides management guidance for the scheduling of installations based on the priority terminals. A copy of the request with the TRN assigned is returned to the requesting office. []

If the equipment is in stock (Delta Data's, Design 100's, TI's), the Terminal Request is given to [] (also ED/TB) who records pertinent information in the Terminal Request RAMIS file. (See Attachment D for sample reports from this file). []

If the request is for equipment not kept in stock, arrangements are made to special order the device. A determination is made as to whether ODP or the requesting office will provide the funds, and a sole source justification (if applicable) and other pertinent documentation is assembled. This package is then sent through MS/ODP to PD/OL to be ordered. []

In preparing for the installation, ODP takes the Terminal Request to OC [] who schedules the site survey. The survey team consists of a representative from OC [], OS/ISSG (whomever is scheduled for that month), ADS/OL [] and ODP/ED []; these people perform the survey together so that there is a focal point for each office to answer any questions concerning installations or terminal specifications. []

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At the site survey, determination is made for signal line installations (OC), phone or television relocations (OS), need for tempest terminals (OS), and need for dedicated power supply (OL/GSA). Each survey team component signs the Terminal Request form and indicates an estimated completion date for appropriate action. ODP considers the priorities, correlates the scheduled dates, and assigns an overall target completion date for that device to be up and actually running. A copy of this Terminal Request is sent to the requesting office in order that the requestor is aware of the estimated schedule and can refer to this for any questions. OL/ADS sends a work order to GSA to install the dedicated power supply and/or to move the phones. (This action is not tracked by OL/ADS after the order has been given to GSA.) [redacted]

After the site has been prepared according to actions specified above, TB (Brenda) notifies the appropriate personnel to have the equipment installed (Delta Data in-house employees to install Delta Data terminals, or [redacted]

[redacted] also (ED/TB) for other equipment). A "tie-down" (or line) address is assigned by Brenda. [redacted]

After the equipment has been installed, TB receives notification, assures the terminal is operating, and updates the Terminal Request file and the Equipment file with applicable information. (See Tab E for example reports from the Equipment file.) [redacted]

Currently, the most significant problems during the installation process are as follows:

1. The ineffective priority process and the effect of the "squeaky wheel" syndrome. [redacted]

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2. The tendency of some components, to fill out many Terminal Requests which appear to represent a continuous changing of the mind. ☐

B. Installation/Tracking Questions

1. Should ODP keep track of whether a component's funds (rather than ODP funds) have paid for a terminal that we order and/or install? If so, should the reason for this be tracked? ☐
2. How should ODP address "accountability" relative to Agency terminals (particularly the new Delta Data's)? If ODP funds buy the terminal, does it belong to ODP? If another component's funds buy a terminal does it belong to that component or to ODP? Irrespective of whose funds pay for the terminal, shouldn't ODP be accountable for it? What if an entire malfunctioning terminal bought with component's funds was replaced by a terminal from ODP's inventory? ☐
3. Can better planning and priority schemes help alleviate vacillating requirements? Are there any other suggestions? ☐
4. How should ODP manage relocation of terminals? How should relocations affect the installation schedule for new terminals? Should there be a separate priority scheme through Directorate ADP Control Officers for relocation requests? ☐
5. Should the OC/ODP Working Group role be expanded for current operational tracking and installations? What should its role be for the future? How can this group or another group help achieve a more efficient installation schedule? i.e., How can ODP, OC, OL satisfy more customers more quickly? (Particularly since the terminal is "ODPs face to

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the Agency.") Should there be a joint MBO to establish a new goal for capacity to install terminals in terms of number per month and/or maximum days for an installation? ☐

6. What additional information should be recorded and/or tracked in the future about the new Delta Data? (e.g., software on terminals?) ☐

7. What kind of information should ODP track relative to overseas terminals and the overseas maintenance approach (replacement cards and OC's responsibility for maintenance)? ☐

8. Should ODP improve its reporting to the users on the current status/problems of installations/relocations/replacements? (Other than the copies of updated Terminal Request forms, the user gets information only if he calls and requests it; maybe this is satisfactory.) ☐

9. If a terminal is no longer needed, or if one has been replaced by the upgraded terminal, how should ODP dispose of (or relocate to another requestor) the terminal? How should ODP manage the entire "replacement era"? (See also I.A.4.b). ☐

10. Because most terminals requested are funded by ODP, there has been confusion by the users over the Financial Account Number on the Terminal Request Form. The intent of the FAN is that the user would be charged for site preparation. Should this be indicated on the form, or if this charge is infrequent, should the FAN be eliminated from the form? ☐

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IV. General Questions MS

A. What do you see as the major problems today in the terminal process - from planning and initial user requests through installation and maintenance? Include problems with relocations or any other problem that you see having an effect on a future ODP terminal policy. ☐

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B. Should ODP plan to update and re-issue an ODP Computer Terminal Procurement Plan each year? ☐ Yes

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C. What issues regarding terminals need to be addressed that have not been addressed in this paper? ☐

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None

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ODP-0-119

29 JAN 1980

MEMORANDUM FOR: Directorate ADP Control Officer

STAT FROM:

Chief, Management Staff, ODP

SUBJECT: FY 1982 Requirements for Computer Terminals

1. Annually, the Office of Data Processing (ODP) requests each office using or planning to use ODP resources to provide their requirements for computer terminals for the forthcoming program year. This information is used by ODP to establish an overall requirement for terminals that can be successfully justified and defended at subsequent program reviews.

2. The Agency's FY 1981 Congressional Budget contains all user terminal requirements included in the minimum and austere program levels. Unfortunately, terminal requirements included in the current and enhanced levels were not included.

3. Attached to the memorandum to each Directorate ADP Control Officer is a copy of each terminal requirement for components of that Directorate, as submitted to ODP, that is currently supported in the FY 1981 Congressional Budget. The Directorate ADP Control Officer may change the allocation between offices within the Directorate at any time, but any increase in costs resulting from this action must be supported by that Directorate in 1981.

4. The Directorate ADP Control Officers must advise each of their Office ADP Control Officers of their 1981 terminal requirements that can be satisfied from the Directorate's allocation. Then the Office ADP Control Officers can establish a base for their 1982 requirements.

5. Terminal requirements submitted to ODP for 1982 should be limited to terminals that will be connected to systems supported by ODP--either central service systems or dedicated systems. All other requirements should be included in the component's program.

6. A separate form is required for each new terminal requirement to be satisfied by ODP in 1982. Again, the user must identify the decision package level that the terminal will primarily support. There should be separate and distinct justification for requirements at each of the different decision package levels. Also, a summary total form is required from each office to identify the number of requirements to be satisfied by ODP and the number of standard ODP CRT and hardcopy terminals budgeted by the component for their microprocessor, word processor, and non-ODP supported system requirements. This component budgeted information is required for use in determining volumes for future Agency-wide procurements from the manufacturer. These summary totals are required for the years 1982-1986.

7. Attached are several sets of instructions, terminal requirement forms, and a summary total form for each Office ADP Control Officer. Additional sets should be copied as required.

8. Questions concerning the number of terminals assigned or pending installation through 1980 should be directed to [redacted]. Questions concerning the type of terminal required should be directed to [redacted]. All other questions should be directed to [redacted].

9. It is requested that the requirements for each Directorate be forwarded in one package to the Chief, Program and Budget Group, ODP, by COB 15 February.

Atts: a/s •

cc: C/ED/ODP

Instructions for Preparing Form for New Terminal Requirements
For FY 1982

1. A separate form is required for each new terminal requirement to be supported by ODP in FY 1982. All completed forms should be forwarded by COB 15 February 1980 to Chief, Program and Budget Group, ODP via the Directorate ADP Control Officer. Questions concerning the number of terminals assigned or pending installation should be directed to [redacted] Questions concerning the type of terminal required should be directed to [redacted] All other questions should be directed to [redacted]

2. Special instructions for certain areas of the form are discussed below:

Office Requirement No. - There is a unique number for each requirement. It should be provided by the Office ADP Control Officer and used to identify this specific requirement in future communications. This number should be cited on the Terminal Request Form when requesting the installation of the terminal in FY 1982.

Type of Terminal - Indicate the type of terminal required and associated options. The descriptions of the option numbers are as follows:

Standard CRT

- 1 = APL
- 2 = Floppy 5 inch Disk
- 3 = Floppy 8 inch Disk
- 4 = Slave printer, medium quality print
- 5 = Slave printer, high quality print

Tektronix Graphics Terminal

- 1 = APL
- 6 = Hard Copy Unit
- 7 = Plotter

Non-Standard Device - State why this is necessary and describe the special features required, e.g., light pen, floppy disk, line speed, print quality, and etc.

Requirement - Relate this to the overall mission of the Agency. Identify the product and the consumers. Name the ODP project(s) this terminal will support.

Impact of Disapproval - Describe in quantitative terms--increase time for final reports from two to four days, ten hours of overtime will be required each weekend, delays program development by six months, etc.

Decision Unit Name and Number - Use the information in your FY 1981 Zero Base Budget Request.

Level in FY 1982 Program - This will probably not be known at this time but use your best estimate. Corrections can be provided after the Office Program is developed by identifying the office requirement number and the revised level.

Priority - The Office ADP Control Officer ranks the Office requirements. The Directorate ADP Control Officer ranks the Directorate requirements.

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OFFICEDIRECTORATE

SUMMARY TOTAL OF TERMINAL REQUIREMENTS

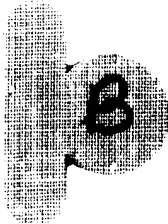
FY 1982 THROUGH 1986

<u>SOURCE</u>	1982	1983	1984	1985	1986
ODP Budgeted ¹	_____	_____	_____	_____	_____
Component Budgeted ²	_____	_____	_____	_____	_____
ODP Standard CRT	_____	_____	_____	_____	_____
ODP Standard Hard-copy	_____	_____	_____	_____	_____

Office ADP Control OfficerDirectorate ADP Con

¹ 1982 total should be the number of terminal devices requested on the individual forms submitted by the Office. 1983 through 1986 totals are projections at the Office level.

² These are for requirements that are not budgeted by ODP, e.g., microprocessors, word processors, and non-ODP supported systems. This information will be used in determining volumes for future Agency-wide procurements from the manufacturer.



NEW TERMINAL REQUIREMENT FOR FY 1982
(SEPARATE FORM FOR EACH TERMINAL)

OFFICE OGCR COMPONENT ERAC LOCATION (Bldg.) Ames FLOOR 12th

TYPE OF TERMINAL AND OPTIONS - Circle one terminal type and, as applicable, its option number(s). See paragraph two of the instructions for option descriptions.

Standard CRT 1, (2) 3, 4, (5)
Hard Copy Terminal, medium speed send/receive, high quality print
Tektronix Graphics Terminal 1, 6, 7
Remote Line Printer - high speed
Other*(Specify) _____

JUSTIFICATION (Circle One)

New Initiative Increased Staffing Increased Workload

Other (Specify) _____

REQUIREMENT (Describe the requirement this terminal will support, explain how the requirement is presently being satisfied, and provide any other background information pertinent to justification.) New Interdisciplinary methodologies, computer modeling, and word processing requirements associated with the ERAC/Food and Population Program will be supported by this terminal.

IMPACT OF DISAPPROVAL Many aspects of interdisciplinary analysis which rely heavily on data analysis using ADP techniques could not be performed. Some unique contributions to operational and policy issues could not be made in a timely manner. Others could not be done at all.

USAGE

5 Estimated number of unique users per week for this terminal.
Estimated number of hours per week terminal will be attached to: VM 25 GIMPROD GIMDEV OCR
SAFE 5 JES 10 CAMS NIPS STAR
0 Number of terminals used to support this requirement as of this date.
0 Additional terminals allocated for this requirement through FY 1981.

STAT DECISION UNIT NAME Geography NUMBER

This terminal will primarily support activities performed with the resources requested in the FY 1982 user office program at the following decision package level: (Circle One)

Minimum Austere Current Enhanced 2 3507.25
PRIORITY: Office 1 of 15 Directorate 3 of 70 5 2487.22

*Attach separate statement describing specific requirement and justification for non-standard device.

~~RESTRICTIVE - INTERNAL USE ONLY~~

NEW TERMINAL REQUIREMENT FOR FY 1982
(SEPARATE FORM FOR EACH TERMINAL)

OFFICE OGCR COMPONENT CD LOCATION (Bldg.) Hdqs FLOOR Grd

TYPE OF TERMINAL AND OPTIONS - Circle one terminal type and, as applicable, its option number(s). See paragraph two of the instructions for option descriptions.

Standard CRT 1, 2, 3, 4, 5
Hard Copy Terminal, medium speed send/receive, high quality print
Tektronix Graphics Terminal 1, 6, 7
Remote Line Printer - high speed

Other* (Specify) High resolution Agency-standard color CRT and color hardcopy output device.

JUSTIFICATION (Circle One)

New Initiative Increased Staffing Increased Workload

Other (Specify) _____

REQUIREMENT (Describe the requirement this terminal will support, explain how the requirement is presently being satisfied, and provide any other background information pertinent to justification.) OGCR/Cartography Division is responsible for the production of small scale thematic maps as well as other publication graphics and briefing aids. This color terminal will be used in support of these functions using programs developed in support of the CARTOMAP, CARTDEV, CARTBANK, and proposed AUTOGRAPH Projects.

IMPACT OF DISAPPROVAL Timeliness in and quality of the production of maps and other graphic products would suffer (range of several hours to several days) as cartographers and graphic designers would be forced to return to a time-consuming manual or non-color-graphic CRT method of operation.

USAGE

6 Estimated number of unique users per week for this terminal.

Estimated number of hours per week terminal will be attached to: VM 30 GIMPROD _____ GIMDEV _____ OCR _____

SAFE _____ JES 5 CAMS _____ NIPS _____ STAR _____

6 Number of terminals used to support this requirement as of this date.

2 Additional terminals allocated for this requirement through FY 1981.

STAT

DECISION UNIT NAME Geography NUMBER

This terminal will primarily support activities performed with the resources requested in the FY 1982 user office program at the following decision package level: (Circle One)

Minimum Austere Current Enhanced

PRIORITY: Office 6 of 15 Directorate 8 of 70

*Attach separate statement describing the requirement and justification for non-standard device.

c

TRN 1501

ODP Approving Official (DD/P)

Date

OC WO No.

OL WO No.

ADP TERMINAL REQUEST

(Instructions on reverse)

Section 1: ADP Control Information

25X1 Agency/Directorate/Office DDA/ISS Date of Request 6 Aug. 197
 25X1 Requesting Officer _____ Phone _____
 25X1 Mailing Address of Requesting Officer 2D0117 Hqs.
 25X1 Terminal Monitors (list two): Name _____ Phone _____
 Name _____ Phone _____
 25X1 Approving ADP Control Officer _____ Phone _____
 25X1 Financial Account No. _____ Approving Finance Officer _____
 25X1 Mailing Address of Approving Finance Officer 7D-18 Hqs.

Section 2: Terminal Information

25X1 ☒ New Make Delta Data Model _____ Location _____
☐ Exchange from Make _____ Model _____ Serial _____ Location _____
to Make _____ Model _____ Location _____
☐ Remove Make _____ Model _____ Serial _____ Location _____
☐ Relocate Make _____ Model _____ Serial _____ Location _____
☐ Other (Explain under Justification, below) _____ From _____ To _____

System application access (circle applicable items), and hours-per-week each application will be used (e.g., VM=5 hrs):

VM= 6 CIMCAM= _____ GIMPROD= 30 CRS= _____ SAFE= _____ CAMS= _____ Other= _____

Database classification _____

Section 3: Justification

(Be specific and complete; continue on blank paper if necessary)

25X1 New installation _____

The 3 Delta Data's are requested for April 1980 installation.

See attached memo.

Section 4: Approval Information

ODP: ED/ODP Contact _____ Phone _____ Date _____
 Date terminal available _____ Date port available _____
 Tempest type Yes No Baud rate _____ Protocol _____ Interface _____
 Target completion date _____

Remarks _____

OC: Approving Officer _____ Phone _____ Date _____
 MUX _____ Channel _____ Date line avail. _____ Contractor _____

Remarks _____

ISSG/OS: Approving Officer _____ Phone _____ Date _____
 (Caveats found in "Security Survey of Remote Terminal Installation" apply)

Remarks _____

ADS/OL: Approving Officer _____ Phone _____ Date _____
 Date dedicated electrical power available _____

Remarks _____

ODP Approving Official (DD/P)

25 Mar 80
Date

TRN C 272
OC WO No. _____
OL WO No. _____

#1 DDA PRIORITY

Agency/Directorate/Office DDA/MS

25X1 Requesting Officer _____ Date of Request _____
 Mailing Address of Requesting Officer 7D18 HQS _____ Phone _____
 25X1 Terminal Monitors (list two): Name _____ Phone _____
 Name _____ Phone _____
 Approving ADP Control Officer _____ Phone _____
 Financial Account No. _____ Approving Finance Officer _____
 Mailing Address of Approving Finance Officer _____

Design 100 slave printer

<input checked="" type="checkbox"/>	New Make	Delta Data	Model	7260 w/8" Floppy	Location	7C18 HQS
	Exchange from Make		Model		Location	
		to Make	Model	Serial		
<input type="checkbox"/>	Remove Make		Model			
<input type="checkbox"/>	Relocate Make		Model	Serial	Location	
<input type="checkbox"/>	Other (Explain under Justification, below)			Serial	From	To

System application access (circle applicable items), and hours-per-week each application will be used (e.g., VM=5 hrs):

VM= 20 GIMCAM= GIMPROD= 5 CRS= SAFE= CAMS= Other=

Database classification SECRET

(Be specific and complete; continue on blank paper ^{3/15/80} if necessary)

Management Staff plans to use the referenced terminal and printer to generate office correspondence including memorandums and staff studies. We calculate that each document we produce is typed an average of three times. We need a local storage floppy disk so that we can have constant access to crucial documents. We also need a connection to VM for large file storage and for transmission to ETECS of publications such as the DDA Exchange. □

Since the DDA Budget Group will shortly be located in our area, we also project use of the FRS and ZBB systems.

25X1
25X1 ODP: ED/ODP Contact [redacted] Phone [redacted] Date 4-1-80
Date terminal available [redacted] Date port available [redacted]
Tempest type Yes No Baud rate [redacted] Protocol [redacted] Interface [redacted]
Target completion date Late June 1980
Remarks [redacted]

Remarks

25X1 OC: Approving Officer [redacted] Phone [redacted] Date 4/1/80
25X1 MUX Channel [redacted] date line avail. May 80 Contractor Value [redacted]

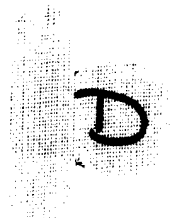
Remarks Dial T. Per. Call + P. all 2 hrs. Re Contract. in due to Street Scam

25X1
25X1 ISSG/OS: Approving Officer [redacted] Phone [redacted] Date 4/1/80
(Caveats found in Security Survey of Remote Terminal Installation" apply)

Remarks

25X1
25X1 ADS/OL: Approving Officer _____ Phone _____ Date 4/1/80
Date dedicated electrical power available _____

Remarks see Kenny's new drawings



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7 MAY 1979

ODP COMPUTER TERMINAL PROCUREMENT PLAN
FOR FY 1981 THROUGH FY 1985

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ODP COMPUTER TERMINAL PROCUREMENT PLAN
FOR FY 1981 THROUGH FY 1985

Introduction

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☐ By the end of FY 1980, there will be over terminals connected to ODP computer systems. This plan addresses user requirements and procurement strategies for new and replacement ODP computer terminals, for the period FY 1981 through FY 1985. Specifically, it describes the existing ODP terminal inventory and provides estimates of Agency-wide user requirements for new terminals to be included in the ODP budget during the planning period. In addition, a strategy for replacing, in a phased manner, our aging stock of softcopy terminals is discussed. A final section describes how ODP determines Agency-wide terminal requirements and how these requirements are satisfied.

ODP uses a conventional definition for computer terminal: i.e., a low-speed, alpha-numeric, send/receive device, primarily used for communication, through teleprocessing lines, with a host central processing unit (CPU). A terminal may be hardcopy or softcopy (a CRT) and have local intelligence and local storage. Specifically excluded from this definition are workstations,* standalone microcomputers, slave printers (hardcopy devices attached to CRT's) and special purpose terminals, such as those used for system control or monitoring by ODP operations personnel or those for connection to non-ODP computing services.

In order to satisfy Agency-wide user requirements, terminals are procured in large quantities (i.e., hundreds). In FY 1979 and 1980, however, OMB limited the procurement of computer terminals as a way of controlling the growth of ADP resources. Not included in the OMB computer terminal limitation were workstations and standalone microcomputers which, though costly, are procured in small quantities.)

*Workstations include graphic displays, remote job entry stations (RJE's) and remote line printers

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Also excluded were slave printers, which are relatively inexpensive, and special purpose terminals which are purchased in small quantities.

Current Inventory

By the end of FY 1979, ODP will have installed an estimated [] Delta Data 5260 CRT terminals. The Delta Data terminals are primarily used to support [] online applications and the CAMS project. The other ODP CRT terminal is the IBM 3270. [] IBM 3270's are used to support DDO online applications in the Special Center. Also in the ODP inventory, by the end of FY 1979, will be [] Design 100 hardcopy terminals.

Delta Data 5260 terminals were initially installed in the Agency in 1970; the IBM 3270's began entering the inventory in 1973. It is expected that both types of CRT terminals will reach the end of their useful life during the planning period and require replacement.

The Design 100's are a recent replacement for the IBM 2741 hardcopy terminal and are high quality printing devices suitable for word processing applications. In addition to their use as a terminal, they may be configured as slave printers for use with CRT terminals or as remote printers where high quality printing is required.

ODP has recently completed a competitive procurement for a replacement CRT terminal. This procurement was the culmination of an Agency-wide effort, beginning in 1977, to develop a consolidated set of user requirements for an Agency standard CRT terminal. These requirements were the basis of a Request For Proposal (RFP) issued in June 1978 to more than 100 computer terminal vendors. As a result of this competition, the Delta Data 7000 series terminal was selected as the new Agency standard CRT. This terminal is intelligent, modular and extremely powerful. When fully configured and provided with local storage, such as floppy disk, it can operate as a standalone microcomputer.

New CRT requirements* and most replacements of the existing CRT inventory will be satisfied

*SAFE terminal requirements are excluded from all terminal projections. Funds for these terminals are not included in the ODP budget. The Consolidated SAFE Project Office estimates that approximately [] SAFE terminals will be procured through FY 1985. Use of the new standard terminal to satisfy SAFE requirements is highly desirable and will be carefully explored.

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[] The exception is the replacement for an estimated 30 (out of 80) IBM 3270 CRT terminals which are used in the local mode; i.e., directly connected to the host computer channel to allow very high speed operation. The replacement for these IBM 3270's will be determined at a later date. Finally, the small number of new requirements for hardcopy terminals will be satisfied by Design 100's.

New Requirements

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The table on the following page shows ODP's estimate of Agency-wide computer terminal requirements for inclusion of the ODP budget through FY 1985. Terminals are for connection to computers in both the [] and the Special Center. Except where noted, these estimates exclude new terminals for CAMS users that are funded by the customer office. The FY 1979 and FY 1980 requirements have been adjusted to conform with budgetary limitations. The 215 terminal requirement in FY 1981 is based on detailed customer requirements on file in ODP. Beyond FY 1981, [] Center online requirements have been estimated at a constant 110 terminals annually. This is in line with ODP experience. DDO online estimates beyond FY 1981 were provided by the DDO customer and are based on the requirement to make Special Center databases and cable traffic available to DDO branches. CRT's procured to meet new requirements in FY 1979 and subsequent years will be Delta Data 7000 series and hardcopy terminals will be Design 100's.

Any funding or quantity constraints applied in FY 1981 or subsequent years would stretch out or alter actual procurements. Differences between the procurement quantities described herein and those in the ODP Long-Range Data Processing Management Plan can be primarily attributed to updated requirements information.

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In summary, ODP plans to procure [] terminals, predominantly CRT's, to meet new requirements, other than SAFE, during the period FY 1981 through FY 1985. (Including FY 1979 and FY 1980 authorized figures, a total of [] non-SAFE terminals will be procured through FY 1985).

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From an FY 1979 total of 1030 CRT's and hard-copy terminals, the ODP inventory will expand to approximately [] terminals by the end of FY 1985. This is an average annual growth rate of 10.9% for FY 1979 through FY 1985 and 11.7% during the planning period of FY 1981 through FY 1985.

Replacement Strategy

The ODP goal is to replace all [] Delta Data 5260 CRT's and approximately 50 IBM 3270 CRT's with new Agency standard CRT terminals by the end of FY 1985. This is the predicted end of system life for ODP's CRT terminals. The first ODP Delta Data 5260's were installed in 1970 and the first IBM 3270's in 1973. After FY 1980, maintenance is expected to become increasingly more costly and spare parts more difficult to obtain. Functionally, the equipment will also become obsolete.

ODP plans to procure [] replacement terminals in FY 1981 and FY 1982 and approximately 175 terminals each year thereafter through FY 1985. This number is subject to re-evaluation in the light of ODP experience in FY 1981, to determine whether a faster or slower replacement schedule is appropriate.

The CRT terminals that are replaced will be maintained as spares, cannibalized for parts, or declared excess to ODP needs through Agency and CSA procedures applicable to excess ADP equipment. The majority of terminals that are replaced with the Delta Data 7000 series Agency standard CRT terminal will probably be declared excess.

How ODP Budgets for New Terminals

Annually, ODP requests each office using, or planning to use, ODP resources to provide their requirements for new computer terminals for the program year. Prior to the 1981 program, office requirements were only identified in terms of the number of new terminals and their organizational location.

For 1981, offices were requested to describe and justify each new computer terminal requirement on a separate form. In addition, each requirement

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STAT was prioritized at the office and directorate level. ODP's program reflected these customer priorities, showing procurement of terminals at various levels from minimum to enhanced. Thus the 1981 ODP program includes ☐ terminals to satisfy new requirements: 32 to support requirements in the Minimum level package; 34 in the Austere-1 level package; 26 in the Current level package and the remaining 164 in the Enhanced-7 level package.

Procurement Alternative

The recent competitive procurement for a replacement CRT included a cost evaluation, as required by GSA ADP procurement regulations. This evaluation indicated that outright purchase--as compared to lease or lease-to-purchase plans--provided the lowest overall evaluated cost over the system life. The ODP plan is to therefore purchase all terminals procured to meet new or replacement terminal requirements.

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1 - MS Chrono

✓ 2 - O/D/ODP

2 - ODP Registry

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21 April 1980

FY 1982 TERMINAL INDEX

<u>Title</u>	<u>Pages</u>
FY 1982 User Terminal Requirements by Type of Terminal as Reflected in ODP's Forwarded Budget	1
FY 1982 Cost of User Terminal Requirements	1
FY 1982 User Terminal Requirements by Organizational Component Level	4
FY 1982 User Terminal Requirements by Installation Location	7
Requirements	<u>45</u>
TOTAL PAGES	58

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JUSTIFICATION OF USERS REQUIREMENTS FOR TERMINALS IN FY 1982

<u>Component</u>	<u>Requirement</u>	<u>Level</u>		<u>Equipment</u>	<u>Location</u>	
		<u>Recvd</u>	<u>Forwd</u>		<u>Bldg.</u>	<u>Floor</u>
<u>DCI</u> OGC	Additional access to the record system which is used to record, keep track of, and retrieve OGC's records, as well as check the status of ongoing requirements, and to enable the processing of the enourmous backlog of OGC case file material. Currently one terminal used for this requirement. One additional terminal is allocated through FY 1981. This request brings the total to three.	M	M	1 Standard CRT	Hqs.	7
<u>OIG</u> Audit Staff	Provide a mirror terminal station as those used in the automated CLASS A accounting system to effectively audit in this environment. This is the first terminal requested to support this activity.	M	M	1 Standard CRT 1 8" Disk 1 Hi. Qual. Printer	Key	12
<u>OPPP&M</u> IAB	Provide access to the Suggestion and Achievement Awards control system currently under development. This replaces the current manual system. This is the first terminal requested to support this activity.	A	A	1 Standard CRT	Ames	9
ADRB	Perform timely maintenance on the PERSIGN system which feeds some 17 other computer based systems. This is the first terminal requested to support this activity.	C	C	1 Standard CRT	Hqs.	5

NARRATIVE STATUS REPORT
ODP TERMINAL POLICY

April 1980 - June 1980

1. Activity This Period

STAT The MBO was renamed "ODP Terminal Policy" to incorporate issues and policy beyond just installation. The MBO was reassigned to [] for this reporting period.

A Terminal Policy Planning Package (TPPP) was developed during this period and has been distributed to ODP management for review and response. The paper describes the current ODP processes for terminal planning, installation, tracking, replacement, and security; and addresses many areas that are of concern to ODP or that should be included in any discussion related to the development of policy. The package includes a collection of terminal-related documents for reader reference, and each section of the paper is followed by a series of questions that ask "how should" ODP deal with the issues or concerns related to that section.

2. Problems and Shortfalls

The main area of concern that is not defined clearly is security regarding the new standard terminal. OS has scheduled this as an agenda item for their June meeting. ODP needs a clear statement from OS about the "do's" and "don't's" about this terminal before policy can be finalized.

3. Status

The responses from ODP managers are due to MS by 6 June. It is anticipated that some working level meetings will need to be held in order to consolidate ideas and thoughts as well as to elicit ideas that may not have been formally documented. A draft policy paper should be able to be written during the next period.

4. Plans for Next Period

MS plans to consolidate the thoughts, ideas and responses received from within ODP in order to prepare a draft of proposed policy for the ODP Board of Directors. The Officer responsible for this MBO will be the person who replaces Ms. Kees on the Management Staff.

5. Long-Term Outlook

The Action Plan may be optimistic.

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OBJECTIVE NO.	OFFICE	RESPONSIBLE OFFICER	FY RESOURCE ESTIMATE		STATUS	
M-4	ODP/MS		FY	WKYR	DOLLARS	PERIOD
OBJECTIVE						OCT - DEC
						JAN - MAR
						APR - JUN
						JUL - SEP
						+ EXCEEDING PLAN
						= MEETING PLAN
						< BEHIND PLAN

Terminal Installation Policy	
------------------------------	--

ACTION PLAN (Milestones)	COMPLETION MONTH: SCHEDULED 0; ACTUAL X											
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Document present procedures.	0						X					
2. Identify deficiencies in procedures, if any.	0							X				
3. Distribute Terminal Policy Planning Package.	0							X				
4. Write draft policy paper for coordination.			0						0		0	
5. Incorporate comments in policy statement.				0						0		0
6. Approved by Board of Directors, ODP.												0
7. Submit to Administrative Staff for publication as an ODP Instruction, and as a Headquarters Notice.					0							0
8. Submit Headquarters Notice for DDA office coordination.	0										0	
9. Submit Headquarters Notice to RCD for Agency coordination.			0									0
10. Publish Headquarters Notice.												
	FY 1981	0				0						

10 MAR 1980

Narrative Status Report

Terminal Installation Policy MBO

December 1979 - February 1980

1. Activity This Period

Meetings were held with OL, ED, and ODP/LOGS to define terminal installation problems. Terminal procurements for the CRT terminal and a standard hard-copy terminal were scheduled in the OL/ODP ADP Procurement Working Group. A key issue raised during these meetings is terminal property accountability. Related items which impact this MBO are the terminal requirements submissions for FY 1982, the procurement contract for the Agency standard CRT terminal, the draft agreement with the DO regarding accountability of the DO 4331, and the FY terminal figures in the ODP long-range plan.

2. Problems and Shortfalls

The many facets of terminal acquisition and installation have changed the scope of policy to be generated. The mechanics of the process in Engineering Division are well known but the question of accountability has never been answered. Since accountability is of importance and will impact offices other than ODP, a Headquarters Notice will be the vehicle used for stating terminal policy. The problem of sterility is new to ODP and must also be addressed in the policy statement.

3. Status

This MBO is behind schedule. The schedule has been updated to reflect a more realistic estimate.

4. Plans for Next Period

A background paper on ODP terminal planning, acquisition, installation, accountability, auditing, and maintenance will be written to satisfy the first milestone. A policy paper on accountability is to be written for internal ODP coordination.

5. Long Term Outlook

ODP terminal policy has been formulated on an ad-hoc basis with the result that any statement of policy will run counter to past examples. Many offices have purchased terminals, at the urging of ODP, with their own funds and thus have a proprietary interest in the terminals now installed. The need for an Agency policy position is strong; agreement within ODP on the main points of policy has been achieved; coordination with other Agency components will lengthen the time for completion of the MBO.

OBJECTIVE AND ACTION PLAN

OBJECTIVE NO. M-4	OFFICE ODP/MS	RESPONSIBLE OFFICER	FY 80	FY RESOURCE ESTIMATE WKYR .05 DOLLARS		PERIOD + = <		STATUS + = <						
OBJECTIVE Terminal Installation Policy						OCT - DEC			X					
						JAN - MAR			X					
						APR - JUN								
						JUL - SEP								
							+ EXCEEDING PLAN							
							= MEETING PLAN							
							< BEHIND PLAN							
ACTION PLAN (Milestones)			COMPLETION MONTH: SCHEDULED 0; ACTUAL X											
			OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Document present procedures.			0						0					
2. Identify deficiencies in procedures, if any.			0							0				
3. Write draft policy paper for coordination.				0							0			
4. Incorporate comments in policy statement.					0									
5. Submit to Administrative Staff for publication as an ODP Instruction, and as a Headquarters Notice.					0								0	
6. Submit Headquarters Notice for DDA office coordination.												0		
7. Submit Headquarters Notice to RCD for Agency coordination.														0
8. Publish Headquarters Notice.			FY 1981	0										